Ohio Longitudinal Data Archive Access: Frequently Asked Questions

1. Costs and Timing

Each approved data request will be assessed a service fee to recover resources spent to fulfill the project specifications. The charge for data will vary depending on the nature of the project.

Similarly, the time required to fulfill data requests will vary according to the availability of requested data, the complexity of the research design, and the extent to which CHRR staff are involved in preparing, matching, and analyzing the data.

In addition to the time required to deliver data access, researchers should budget time for the following:

- circulating data sharing agreements within the researchers' organization(s) before submitting a data request,
- preparing the data request documentation,
- circulating the data request to the CHRR and data providing agencies for data access approval,
- obtaining IRB approval after receiving agency approval for data access.

Finally, the data providing agencies require a 21 day review of key findings prior to submission for presentation or publication.

2. Deliverables: Sharing Findings

Researchers agree to share their research findings with the data-providing agencies for a minimum 21-day period before submitting these findings to an external audience. The purpose of this review is two-fold: It informs the agencies of key findings so they may be prepared to address potential follow-up inquiries from interested stakeholders, and it serves as a final check that the privacy of the research subjects has not been risked via oversights such as reporting small cell sizes.

Researchers should send their findings to the data-providing agencies at the point when these findings are ready to be shared beyond the research team. Examples include, but are not limited to, the submission of a conference presentation, the initial submission of a journal article, a press release, or a policy report.

Researchers also agree to share the bibliographic references of the final products of research using the archived data. This allows us to track the value of the archive and promotes a culture of information sharing.

Researchers are also required to submit a 2-3 page research brief describing the research, key findings, and policy-relevant insights that can contribute to the priorities of the data-providing public agencies and the Ohio Education Research Center. The research brief will be published on the Ohio Analytics and/or Ohio Education Research Center websites. Researchers may also be requested to conduct a brief oral presentation/slideshow of the findings to interested agencies.

3. OSU Affiliation

Employees of Ohio's state government agencies, including faculty, staff, and students of Ohio's public colleges, are considered affiliates of OSU and CHRR. Written verification of existing employment appointments must be provided in the form of an E-mailed message from the researcher's supervisor to the HR manager at CHRR.

Other researchers will be granted OSU and CHRR affiliation by reading and signing CHRR's security procedures and confidentiality statement.

4. Research Team Members

Any individual who will design, analyze, report, or have access to the requested data is considered a member of the research team. This includes, but is not limited to, co-investigators, research assistants, and information technology specialists.

5. Data Sharing Agreements

Data sharing agreements must be completed and signed on behalf of the organization or organizations requesting access to data. Research teams consisting of representatives from multiple institutions should submit one agreement per institution.

6. Human Subjects Review

It is the researcher's responsibility to ensure the proposed research complies with their institution's policies for responsible research practices. Most colleges have in place Institutional Review Boards (IRB) who oversee research involving human subjects. Researchers should consult with the appropriate personnel within their institution to obtain an approved IRB protocol or documentation of exempt status.

This step is to occur AFTER the data request undergoes agency review. Researchers must submit the full, signed data request and data sharing agreements with the human subjects protocol to their IRB reviewers.

When research teams consist of members from multiple institutions, verification of human subjects consultation should be provided for each institution.

7. CITI Training

All researchers must provide certification that they have completed the Social and Behavioral course on human subjects found in OSU's CITI online human subjects training (https://www.citiprogram.org/default.asp).

Researchers who have already completed CITI training through their home institutions should proceed as follows:

- Log in to the CITI home page using your existing user name and password.
- From the main menu select the "click here to affiliate with another institution" option. Type Ohio State University into that box.

- Follow the screen instructions to fill in the required fields and proceed to complete the Social and Behavioral modules of the Human Subjects component of the training. Completed modules from the existing records of your home institution should be auto-filled, and the list of additional training to be completed to meet OSU's requirements will be indicated.

Each researcher who has not completed CITI training must register a new account, listing OSU as the participating institution.

- The registration page will request an OSU employee number (for those who do not have an existing OSU employee number and department, use **Employee #: 00000000** and **Department: Center for Human Resource Research**).
- Follow the screen instructions to complete the Social and Behavioral modules of the Human Subjects component of the training.

Upon completion a CITI report will be generated. Print the completion report from the main menu page and E-mail the report to CHRR.

8. Completing the Checklist

Each member of the research team must submit a completed, signed checklist as the FINAL STEP before receiving data access. The checklist ensures each member of the research team is informed of the terms of data access which may have been previously reviewed only by the principal investigator and/or at a much earlier point in time.

9. Data Access Criteria

Data access requests will be reviewed with the following criteria in mind:

1) Feasibility: Does the archive contain the necessary data to support the proposed research?
2) Is the proposed research compatible with the data-providing agency's organizational mission and priorities?
3) Will the proposed research risk the privacy of individuals or organizations whose data will be used?
4) Do we have the necessary resources to support the proposed research?